ArcGIS Training Classes:
Guidelines for Local Hosts

National Oceanic and Atmospheric Administration (NOAA)
Coastal Services Center

The mission of the NOAA Coastal Services Center is to support the environmental, social, and economic well being of the coast by linking people, information, and technology. An important part of achieving this mission is to provide coastal resource managers with the training they need. In order to address the needs of the coastal resource management community, the Coastal Services Center will provide on-site GIS training at selected regional sites. This service is provided so more coastal managers and staff will be able to take advantage of training opportunities that they may not otherwise be able to attend.

I. What the NOAA Coastal Services Center Will Provide

    a. <u>Trainers</u>. The Center will provide ESRI-authorized trainers to teach each class.

    b. <u>Materials</u>.
        1. The Center will provide students with manuals for each class. The local host will reimburse the Center for the cost of the manuals ($100 per student).
        2. The Center will provide the host with a flyer that describes the course and can be used for advertising purposes.

    c. <u>Complimentary Course Slots</u>. The Center will provide two free course packets (comprised of the ESRI and Coastal Applications manual) to the local host to compensate for the host's responsibilities. The local host is free to provide these packets to whomever they choose. Recipients of free training material packets should not be counted when determining if the minimum number of students have been enrolled, but should be considered when making arrangements for breaks and any lunches the host decides to have catered (see IId below).

    d. <u>Software and Data</u>. The Center can provide up to 14 temporary licenses of ArcGIS for the duration of a course to any training lab that does not have access to the software. The day before the start of class, Center instructors will install the software and all data needed for course exercises. At the end of class, the instructors will uninstall the data and software and make every attempt to delete all files put on the computer during the course of the class.

II. Local Host Responsibilities

    a. <u>Facilities</u>. The local host is responsible for reserving and all cost associated with the facilities necessary for the successful completion of training as described in section III below. The facility will need to be reserved Monday through Friday 8:00 AM to 5:30 PM. Monday will be used by the instructors to set up the lab and test all computers. Tuesday through Friday will be used to teach the class. The local host should ensure that if the class minimum is not met, the use of the facility could be cancelled without penalty. The Center trainers are available to answer questions from the local host or facilities staff in order to ensure that lab facilities are adequate.

    b. <u>Registration</u>. The local host is responsible for marketing, sending registration material, and for handling the registration process (i.e., receiving money and keeping track of number of seats available). Student registration must be finalized four weeks prior to the start date of the course.

Charleston Events, LLC, must receive payment from the local host two weeks prior to the first day of class.

The local host will greet the students on the morning of the first day of class and provide them a name badge and course materials. The local host will orient the students to the site and make them aware of emergency procedures, restroom locations, non-hostile workplace rules, and any security procedures they should follow while in training; a brief time for the local host to present this information will be the first item on the course agenda.

c. <u>Minimum/Maximum Number of Students</u>. In order to justify travel for two instructors to off-site training, the local host must guarantee that a minimum number of 12 seats will be filled for each class. The minimum number of registrants must be verified four weeks prior to the scheduled class date and should not include the recipients of the two complimentary training material packets provided to the local host. Because of the interactive nature of the class, including small group work and discussion, registration is limited to 20 students involved in the field of coastal management. There may be no more than one student per computer.

d. <u>Food</u>. The local host is requested to provide light refreshments (coffee, soda, etc.) for morning and afternoon breaks. If the host wishes to provide lunch as well, that cost may be recovered through an increased course enrollment fee. The total number of students enrolled, including the recipients of the complimentary course manuals, should be used to figure the cost of food. It is not necessary to provide food for the instructors. The host is asked to ensure that the additional cost of food does not limit course participation. If the training facility is close to local eating establishments (within walking distance), it may be best to consider those in lieu of any additional registration fee.

e. <u>Fee</u>. The Center expects and encourages the local host to recover all costs incurred. The host is free to set a fee for the course that will meet all of such costs. Local host costs will include payment for the computer lab and morning and afternoon breaks, payment for optional lunch or other food (see above), and reimbursement to the Center for the cost of course manuals ($100 per ESRI manual, except for the complimentary registrants' copies, which will be provided by the Center). While local hosts are free to set the price of the course, it is not intended that they make a profit. Regional training is provided by the Center as a way to help state and local agencies attend training that they might not otherwise be able to afford. Calculating the fee to cover the cost of the facilities should be done using the minimum of 12 paying students. If the actual class has more than 12 students, then the additional money made through registration fees will be the local host's to use to cover their other expenses.

III. Site Requirements (University/State/Local/Other Federal)
a. <u>Computer Lab</u> with a minimum of 12 student computers and 1 instructor computer
  – Computer minimum requirements:
    1. 800 megahertz Pentium processor
    2. Windows 2000 or XP operating system
    3. 256 megabytes of RAM
    4. Large hard drive
  – Instructor computer must have Microsoft PowerPoint installed.
b. <u>Internet Access</u>. All computers need to have Internet access.
c. <u>Projector</u>. The instructor computer must be able to connect to a projector.
d. <u>Screen</u>. A screen on which to project PowerPoint slides is required.

e. <u>Restroom</u>. Restroom facilities must be accessible to all students.
f. <u>Technical Support</u>. Computer lab should have on-site technical support.
g. <u>Printer/Plotter</u>. While not required, printing devices for student use will enhance the training.
h. <u>ArcGIS Software</u>.
   – ArcGIS software is not mandatory, but instructors must be able to load Center-provided software on each lab computer. If the lab has ArcGIS, the version must match the version being used by the instructors to teach the course (currently 8.3).